



Republic of the Philippines
Department of Education
NIR – NEGROS ISLAND REGION
DIVISION OF ESCALANTE CITY



March 25, 2026

DIVISION MEMORANDUM

No. 197, s. 2026

**SAFETY REMINDERS AND PREPAREDNESS MEASURES
FOR THE HOLY WEEK AND THE 30-DAY TEACHER'S
END OF SCHOOL YEAR (EOSY) BREAK 2026**

To: OIC Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads and TIC's
All Others Concerned.

1. This Office, through the School Governance and Operations Division – Disaster Risk Reduction and Management section, enjoins all schools to observe the following safety reminders and preparedness measures during the observance of the Holy Week and the Teachers' 30-day End of School Year (EOSY) break.
2. School properties, learning materials, and vital school records must be secured from any potential hazards such as fire or possible occurrence of unauthorized entry or theft.
3. The following precautionary measures shall be observed:
 - a. **Secure all learning materials, modules, teachers' manuals, and equipment** in locked, elevated, and weatherproof storage areas to prevent damage from both natura and human hazards
 - b. **Turn off the main electrical switch and water valve** in all buildings to eliminate risk of fire. electrical faults. or water leaks while the school and office is unoccupied.
 - c. **Unplug all electrical appliances and devices**, including routers, printers' computers. and fans
 - d. **Double-check and lock all doors and windows**, especially in classrooms, storerooms, and offices. Ensure padlocks and door bolts are functioning and sturdy.
 - e. **Conduct pre-leave inspection** of all classrooms, offices and facilities, with a checklist to confirm readiness and completeness of all security measures
 - f. **Coordinate with barangay officials and nearby residents or parent-volunteers to** conduct periodic rounds near the school premises, especially at night
 - g. **Install or test solar lights or motion-sensor lights** if available, to illuminate vulnerable or hidden areas of the campus
 - h. **Secure perimeter fences and gates**, ensure that they are intact and locked. Report any damage to the Division Office for possible assistance
 - i. **Avoid storing flammable materials** near windows or electrical outlets. Dispose of or safely store cleaning agents and other hazardous substances
 - j. **Enable CCTV or surveillance systems**, if available, and check that they are functioning and backed up with power supply or storage
 - k. **Keep copies of vital school records offsite or in cloud storage.** If digital copies are available, as back-up in case of theft and disaster.

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4. All are advised to stay informed and alert by monitoring updates from reliable sources, especially those related to safety weather advisories and public announcements.
5. Immediate dissemination of and compliance with this Memorandum are desired.


PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC-Schools Division Superintendent



Encl.: none
Reference: As stated,
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

PROJECTS

ACTIVITIES

SGOD - DRRM



Escalante City Office of the Schools Division Superintendent

Escalante City Office of the Schools Division Superintendent

Escalante City Office of the Schools Division Superintendent

Escalante City Office of the Schools Division Superintendent



Escalante City Office of the Schools Division Superintendent